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*Office Memorandum* UNITED STATES GOVERNMENT

TO : Comptroller

DATE: 16 July 1954

FROM : Deputy Chief, Finance Division ✓

SUBJECT: Finance Division Procedures

1. In accordance with your request for material used by the Finance Division in the accomplishment of its mission, there is attached a schedule of Finance Division Operating Procedures which have been published to date. Copies of these publications are also attached.

2. These Operating Procedures act to supplement the Agency Handbooks dealing with Class "A" Accounting Procedure, Allotment Control Procedure, Manual of General Ledger Accounts, Property Accounting Procedures, [redacted] Agency Headquarters Regulations. Copies of these Handbooks are not attached to this memorandum since they are available in the Comptroller's Office, and undoubtedly will be attached to the Comptroller's presentation of material to the Hoover Commission Survey Team.

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3. A Flow Chart recording the movement of transactions through the Finance Division is in the process of preparation, and will be forwarded for attachment to this memorandum as soon as it is completed.

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Attachments (19)

Schedule - 1

FD Operating Procedures - 18

*- Filed in FD Operating Procedures*

FD/CND:mfh

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